

## Confidentiality Agreement for Volunteers

I understand that during the course of my volunteer service and scope of my duties with the Texas Parks & Wildlife Department (TPWD), I may have access to data and confidential information concerning resources, finances, volunteers, employees, and users. This requires a commitment to confidentiality to protect individual and agency privacy and sensitive information. Unauthorized use of and/or disclosure of certain data and other sensitive information may create legal liability, put sensitive natural and cultural resources at risk, and cause a loss of public confidence in TPWD.

I HEREBY AGREE THAT I WILL NOT USE THE FOLLOWING TYPES OF INFORMATION IN AN UNAPPROVED MANNER. I FURTHER AGREE THAT I WILL NOT DISCLOSE SUCH INFORMATION TO PERSONS WITHIN OR OUTSIDE OF TPWD WITHOUT AUTHORIZATION FROM MY SUPERVISOR:

1. Personally identifiable information, including home addresses, email addresses, telephone numbers, Social Security numbers, driver's license numbers and birthdates of TPWD employees, volunteers, or costumers. This includes personally identifiable information stored in TPWD or non-TPWD hosted electronic files and data systems (i.e. computers, phones, databases, spreadsheets, etc.), including passwords.
2. Information about the nature or location of any area, structure or feature (natural or man-made) that TPWD considers to be sensitive. This includes but is not limited to information on the location of archeological sites, on the location of non-publicized cave or cave-like features, or on the location of or data about endangered species.
3. Information or data stemming from conducting or assisting with archaeological site monitoring, surveys, testing and excavations; flora/fauna surveys and studies; and other scientific research conducted by a TPWD volunteer.
4. Proprietary information, including information related to revenue or revenue systems, data or data collection systems, or scientific or surveying processes.

I understand that it is my responsibility to protect sensitive agency information throughout and after my term as a volunteer. I understand that any unauthorized disclosure or use of data or information, physically or electronically, will be subject to disciplinary action. These actions may include the termination of my participation as a volunteer and/or legal action according to applicable laws and TPWD policies and procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Texas Parks and Wildlife Department maintains the information collected through this form. With few exceptions, you are entitled to be informed about the information we collect. Under Sections 552.021 and 552.023 of the Texas Government Code, you are also entitled to receive and review the information. Under Section 559.004, you are also entitled to have this information corrected.